

**BY ORDER OF THE COMMANDER
403D WING**

403D WING INSTRUCTION 91-202

14 JANUARY 2014

Safety



HANGAR DOOR SAFETY OPERATIONS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil/.

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction extends the guidance of Air Force Instruction (AFI) 21-101_AFRCSUP_1, *Aircraft and Equipment Maintenance Management* and Air Force Instruction (AFI) 91-203 *Air Force Consolidated Occupational Safety Instruction*. It provides guidelines and designates responsibility for training, qualification, and documentation for personnel who operate egress or ingress hangar doors. This directive is applicable to all 403d Wing personnel. Supervisors at all levels will ensure strict compliance with this operating instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication* route AF IMT Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

1. Responsibilities:

1.1. Facility Managers shall:

1.1.1. Ensure hangar door serviceability is in accordance with AFI 91-203, Para 24.14.

1.1.2. Ensure warning and hazard identification signs are maintained as outlined in AFI91-203, Para 24.14.

1.1.3. Ensure door control panels are marked clearly and appropriately.

1.1.4. Will develop and maintain door operating instructions and ensure instructions are posted at each hangar door.

1.2. Supervisors shall:

1.2.1. Ensure personnel who routinely traverse thru or conduct maintenance activities in the vicinity of operational hanger doors, receive hangar door awareness training.

1.2.2. Shall only allow documented trained personnel to operate hangar doors.

1.3. Hangar Door Operators shall:

1.3.1. Be familiar with procedures outlined in AFI 91-203, Para 24.14.

1.3.2. Shall only operate doors after training has been conducted and documented.

1.3.3. Operate doors in accordance with instructions posted on the hangar door being operated.

2. Conducting Training:

2.1. Qualified squadron training representatives or supervisors will conduct hangar door training instruction.

2.2. Operator training is accomplished using a lesson plan. As a minimum, qualification training will include hangar door hazards, emergency procedures, and hangar door operations.

2.3. Hangar door awareness training will be conducted for all personnel who routinely work in hangar and maintenance facilities. This training will be conducted as part of the initial work center safety briefing, and will be conducted annually IAW AFI 91-203 *Air Force Consolidated Occupational Safety Instruction*. Documentation of training will be accomplished on Air Force (AF) Form 55, *Employee Safety and Health Record*. Hangar door awareness training alone does not authorize an individual to operate hangar doors (regardless of AFSC or duties).

2.4. Supervisors will document initial and annual operator training on AF Form 2426. Operators will be identified/tracked utilizing Maintenance Information Systems (MIS) via Graphical User Information (GUI) or (GO81) using course codes KSLR 0002 (Manual Door Operation) and KSLR 0003 (Electric Door Operation).

FRANK L. AMODEO, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*, 26 July 2010

AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*, 13 Jan 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFMAN 33-363, *Management of Records*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive **ARC**—Air Reserve Component

CC—Commander

GUI—Graphical User Interface

MIS—Management Information System **MXG**—Maintenance Group

MXGI—Maintenance Group Instruction

MXM—Maintenance Superintendent

MXOT—Maintenance Operations Training

MXQ—Maintenance Quality Assurance

POC—Point of Contact

RDS—Records Disposition Schedule

USAFR—United States Air Force Reserve